SOP for posting to the
25th Infantry Division Web site

www.25idl.army.mil

The 25th Infantry Division G6 is authorized to receive/review/release information for posting to the 25th ID Web site.

All questions and comments regarding the 25th ID Web site should be directed to 655-6440.

During the deployment, information for posting to the Web will be handled by USAG-HI PAO. Call 656-3153 or view the USAG-HI Web Posting SOP here.

Flow of Materials within 25th ID
1. 25th ID G6 is the sole authority for control and release of official information posted to publicly accessible Internet sites. Official information will only be posted to DoD-approved Web sites.

2. It is the unit's responsibility to designate the appropriate personnel to ensure consolidation of the information for submission to 25th ID G6.

3. Units are responsible for OPSEC review <u>PRIOR</u> to sending materials intended for public release to 25th ID G6. **G6 will not review information unless the unit's OPSEC officer has approved it for public release.** If you are not sure who your OPSEC officer is, contact the 25th ID OPSEC office at 655-4756.

Technical Requirements
1. Content should be submitted via e-mail or in person on a compact disc or official USB drive.

2. Stand-alone photos must be saved as .jpg or .gif, with minimum quality setting 2, 72 DPI, about 6x8-inches, and not embedded in another document such as Microsoft Word or PowerPoint.

3. Newsletters, saved as PDFs, or Microsoft Word or PowerPoint, may have embedded photos and artwork, but they cannot be larger than two (2) megabytes in size.

Content of Materials
1. 25th ID G6 will determine content to be posted to the 25th ID Web site, with input from each unit.

2. Do not include personally identifying information in text or photo submissions for posting (*special exceptions apply to newsletters*). Personally identifying information includes but is not limited to: home telephone numbers or addresses, social security numbers, names of family members, exact birth date; dates, times, locations of future military exercises, listings of personnel, e-mail addresses with names in them,

biographies, or commander photos.

3. Do not include information that is not intended for public, widespread release. Information for internal audiences should be posted to Intranet or SharePoint sites accessible by government computers using Common Access Cards.

4. Unit contact rosters must list functional position and telephone number, not names or personally identifying e-mails.

REFERENCES:
Army Pamphlet 25-1-1 (Information Technology Support & Services)
Army Regulation 530-1 (OPSEC)
Army Regulation 360-1 (PAO)
USARPAC Regulation 25-1 (Information Management)